

Policies of the University of North Texas Health Science Center	Chapter 06 – Faculty Affairs
<b>6.108 Salary Administration Policy - Faculty</b>	

**Policy Statement.**

The University of North Texas Health Science Center (UNTHSC) processes for establishing compensation and incentives for the UNTHSC faculty are in accordance with state and federal law, and the UNT System Board of Regent Rules. Faculty are compensated for their contributions to teaching, research and scholarship, clinical practice, and/or service to the institution, the community/state/region/nation, as well as their respective professions.

All faculty compensation determination processes must be based on nondiscriminatory criteria. Initial salary offers, periodic increases, and retention offers may not be based on considerations related to the race, color, religion, national origin, gender and gender identity, sexual orientation, marital status, veteran status, or age of the person being considered.

**Application of Policy.**

Regular faculty.

**Definitions.**

1. Fiscal year. The period from first day of September to the last day of August of each year.
2. Regular faculty. Faculty who are full time or part time and who are paid on a regular schedule (monthly). Faculty who receive pay for specific tasks are not included (i.e., adjunct and affiliate faculty).
3. Faculty Compensation and Workload Form. This is an annual document containing information related to a faculty member’s rank, tenure status, contract type, percent effort in teaching, research, service, clinical practice and administration, FTE allocation, and salary for the fiscal year.
4. Faculty Expectations and Effort Agreement. This is an annual document between the department chair or supervisor and the faculty member that states specific activities in workload categories of teaching, research, service, clinical practice and administration for the fiscal year.
5. Academic Rank. Academic rank refers to the appointment level at UNTHSC such as Instructor, Assistant Professor, Associate Professor, or Professor.

6. Institutional Salary. The Institutional Salary is the total compensation, also referred to as base salary, that a faculty member receives during a fiscal year. It is comprised of the A, B, and C components.
7. Component “A” Salary. Component “A” is the salary determined according to the academic rank currently held by the faculty member. This salary will be prorated according to the individual’s full-time equivalent status. This salary component is fixed until a change in rank occurs.
8. Component “B” Salary. Component “B” is the salary determined according to the faculty member’s discipline as compared to national benchmarked data that are identified by each school/college. It is the salary which may change annually due to adjustments for equity, market, merit, and performance considerations.
9. Component “C” Salary. Component “C” is an administrative stipend for administrative duties performed by the faculty member beyond the expected faculty duties.
10. Component “D” Salary. Component “D” is non-recurring payment determined by a faculty member’s exemplary contributions to research, education, patient care, and/or administration as part of the institution’s Incentive Program.
11. Total Faculty Compensation. The Total Faculty Compensation is the sum of the faculty member’s Institutional Salary and the Component “D” payment within a given fiscal year.
12. Minimum Expected Salary. The Institutional Salary for a full-time faculty member will be no less than the person’s assigned Component “A” salary.

### **Procedures and Responsibilities.**

#### **Institutional Salary Structure and Components**

1. Salaries developed through this policy will be competitive and consistent with well-established national market benchmarks.
  - a. Institutional Salary will be established upon time of hire, reviewed annually, and managed throughout the fiscal year in accordance with UNTHSC policies.

Responsible Party: Chair, Dean, and Provost

2. The Institutional Salary is comprised of three salary components:
  - a. Component “A” is guaranteed and fixed at the following rank-based amounts: Instructor, \$65,000; Assistant Professor, \$70,000; Associate Professor, \$80,000; and

Professor, \$100,000. This salary component changes only at times when the academic rank of the faculty member changes. Upon successful promotion, Component “A” will be adjusted to the associated rank-based amount, normally effective the first day of the next fiscal year.

- b. Component “B” is determined using national salary norms by discipline. Appropriate salary norms for each discipline are identified by each school/college. This component is variable based on adjustments for equity, market, merit, or individual performance. Normally, changes to Component “B” will not occur during the fiscal year.
- c. Component “C” salary is an assigned administrative stipend and is subject to termination when the faculty member no longer performs the assigned administrative duties. Compensation begins/ends simultaneously with the start/conclusion of administrative duties.

Responsible Party: Chair, Dean, and Provost

### **Strategic Incentives**

1. Faculty may be eligible for compensation beyond their Institutional Salary. Eligibility will be based on exceptional contributions, above and beyond expectations, to the advancement of teaching, research, clinical practice, service, and/or administrative activities associated with the UNTHSC mission and vision.
2. A strategic incentive pool may be available in a given fiscal year for allocation based on specific criteria, as approved by the President. Adjustment to Institutional Salary based on one-time, non-recurring strategic incentives dollars will be defined as the Component “D” salary.

Responsible Party: Chair, Dean, Provost, President

### **References and Cross References:**

Texas Education Code 51.908  
Regents Rule 06.500

**Approved:** September 2006  
**Effective:** September 2006  
**Revised:** July 2011; September 2013; June 2019